

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1400-100 (HR-200)P

October 16, 1997

EMS TRANSMISSION
Information Bulletin No. HR-98-009

To: All Centers Directors, Managers, and Supervisors

From: Linda D. Sedbrook
Director, National Human Resources Management Center

Subject: Office of Personnel Management Review

The Office of Personnel (OPM) will conduct an on-site review of our facility the week of November 3, 1997. We are attaching the specific areas that the OPM will be reviewing. Since OPM will be interviewing some of you, it is important to understand your responsibilities. The Merit System Principles outline the basis of the government's approach to human resources. Since OPM is focusing on how well agencies adhere to these nine principles, I urge you to take a few minutes to review them. Following is a listing of those principles, as adapted from 2301 (b) of Title 5 U.S.C.

1. Recruit qualified individuals from all segments of society, and select and advance employees on the basis of merit after fair and open competition.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.

8. Protect employees from improper political influence.
9. Protect employees against reprisal for lawful disclosure of information in “whistleblower” situations (i.e., protect people who report things like illegal and/or wasteful activities).

You will be notified if you have been selected to be interviewed by OPM. If you have any questions about the review, please contact myself or Mark Whitesell.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

10 Attachments (Under Separate Cover)

- 1 - General Data (1 p)
- 2 - Veterans Employment (2 pp)
- 3 - Delegated Examining Data (1p)
- 4 - Seasonal Employment (1 p)
- 5 - Volunteer Service (1 p)
- 6 - Medical Examinations (1 p)
- 7 - Workforce Diversity (1 p)
- 8 - Noncompetitive Promotions (1 p)
- 9 - Reduction in Force and Priority Placement (2 pp)
- 10 - Streamlining Human Resources Services (2 pp)

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